Baptist Churches of NSW & ACT

Approval for Ministry

This is a written accountability tool for ensuring that you have done your risk management and are ready to run your program for the year/semester/or event.

Church name: _____

Name of program: _____

Where the program/event takes place: _____

Time of program: _____

Ministry coordinators: _____

Program leader's name: _____ Contact Ph: _____

Times available to the team: _____

Name: _____ Contact Ph: _____

Times available to the team: _____

Program first aid person: _____

Emergency numbers: _____ Ambulance: _____

Local fire brigade: _____ Local police: _____

Safe Church Contact Person: _____

Complete (and attach where appropriate) the following:

- ☐ Team list (team is large enough to safely run the program)
- ☐ Team have been trained, or will attend Creating Safe Spaces training this year.
- ☐ Team have been properly recruited & forms filed at church
- ☐ Housekeeping Risk Assessment Checklist completed
- ☐ Individual program risks have been assessed and negated or minimised; safety plans for individual program risks attached
- ☐ Participant information gathered
- ☐ All notes for permission prepared &/or collected (as necessary)
- ☐ Program attached (as appropriate)